

The terms of reference

for selecting a provider of services for organizing and promotion of inter-municipal cooperation in Soroca rayon with specific focus on neighbouring communities with Tatarauca Veche

1. Context

GIZ Moldova implemented a project on street lightening in Tatarauca Veche (TV). A municipal enterprise was also created to provide and take care of the respective public service. In view of the Moldovan government priorities in promotion and implementation of IMC under the decentralization reform supported by development partners as well as of previous fruitful cooperation between CALM and GIZ there is a momentum to investigate the potential replications of the models of IMC cooperation in Soroca rayon with particular accent upon Tatarauca Veche and neighbouring communities to make the service(s) more efficient, accessible, financially affordable and financially sound.

2. Project objective (Scope of work)

The project objective is to evaluate the IMC potential, interest and political will in Soroca rayon and in the communities of immediate proximity

3. Actions under phase 1 of the project

Initiation of IMC

1. Preliminary/preparatory assessment of the situation and particularities of the region (rayon) as a whole: roundtables, brainstorming, meetings and discussions with main stakeholders (ministries, donors, regional development agencies) – elaboration of the evaluation report for all stakeholders involved as a Platform and action planning document for all further activities. **Report developed on the preliminary/preparatory assessment of the situation.**
2. One interactive meeting with mayors, members of Rayonal Association of Mayors. Will be carried out the situation and needs assessment, identification of the vision of mayors and of the current state of affairs at the moment, their level of knowledge and opinions about IMC, gathering of all necessary information related to potential IMC, etc. **Report of the meeting developed.**
3. One introductory seminar for rayon and for mayors on the nature of IMC and national policies in IMC with case studies and practical examples and with homework for further discussions on concrete practical issues of IMC in Soroca rayon.
4. Conducting base lining in the communities neighbouring Tatarauca Veche of Soroca rayon that are interested in IMC –
 - preparation of questionnaire,
 - identification of target groups,
 - identification of the spectrum of issues, of implementation modality, of the analysis modality.
5. Two round tables on needs and opportunities' identification with rayonal leadership (president, vice-presidents, rayonal services and departments).
6. Prioritisation of the common needs and identification of services that can be delivered together under IMC – one round table will be held with representatives of communities neighbouring Tatarauca Veche , involving the rayonal association of mayors and LPA1 representatives from Soroca rayon, RDAs.
7. Identification of the cooperation area(s) with recommendations, modalities, options, etc. (will be produced quantitative report including analysis of the questionnaires). Elaboration of the draft narrative report on IMC in Tatarauca Veche cluster¹ based on the data, activities and questionnaires. Report will include guidelines for establishing IMC based on identification of political will, technical and efficiency considerations and on legislative and normative framework in Moldova.
8. Presentation and discussion of the report with local and regional stakeholders.
9. Finalization of the report based on the discussions above.
10. Develop a report on processes and the lessons learnt in the process of initiation IMC in TV cluster.

¹ TV Cluster- communities neighboring Tatarauca Veche commune, which common IMC needs were identified

11. Presentation of the final report, conclusions and recommendations.

4. Profile of the service provider

- ✓ Experience in conducting similar activities for at least 5 years;
- ✓ Sufficient human and technical resources to successfully implement the proposed activity;
- ✓ Faculties in the elaboration of the activities and measures for the requested profile;
- ✓ Availability on the organization and conduct of the action within the terms limit indicated;
- ✓ Organizational capacities for development of the action;
- ✓ Positive experience working with the international organizations;
- ✓ Experience and skills developed in correlation with the various actors.

5. Result description, formats and language

No.	Work result description	Formats	Language
1.	Preliminary/preparatory assessment of the situation and particularities of the region (rayon) as a whole: roundtables, brainstorming, meetings and discussions with main stakeholders (ministries, donors, regional development agencies) – elaboration of the evaluation report for all stakeholders involved as a Platform and action planning document for all further activities. Report developed on the preliminary/preparatory assessment of the situation.	Doc	Romanian
2.	One interactive meeting with mayors, members of Rayonal Association of Mayors. Will be carried out the situation and needs assessment, identification of the vision of mayors and of the current state of affairs at the moment, their level of knowledge and opinions about IMC, gathering of all necessary information related to potential IMC, etc. Report of the meeting developed.	Doc; PPT	Romanian
3.	One introductory seminar for rayon and for mayors on the nature of IMC and national policies in IMC with case studies and practical examples and with homework for further discussions on concrete practical issues of IMC in Soroca rayon.	Doc; PPT	Romanian
4.	Conducting base lining in the communities neighbouring Tatarauca Veche of Soroca rayon that are interested in IMC – - preparation of questionnaire, - identification of target groups, - identification of the spectrum of issues, of implementation modality, of the analysis modality.	Doc; PPT	Romanian
5.	Two round tables on needs and opportunities' identification with rayonal leadership (president, vice-presidents, rayonal services and departments).	Doc; PPT	Romanian
6.	Prioritisation of the common needs and identification of services that can be delivered together under IMC – one round table will be held with representatives of communities neighboring Tatarauca Veche , involving the raional association of mayors and LPA1 representatives from Soroca rayon, RDAs.	Doc; PPT	Romanian
7.	Identification of the cooperation area(s) with recommendations, modalities, options, etc. (will be produced quantitative report including analysis of the questionnaires). Elaboration of the draft narrative report on IMC in Tatarauca Veche cluster based on the data, activities and questionnaires. Report will include guidelines for establishing IMC based on identification of political will, technical and efficiency considerations and on legislative and normative framework in Moldova.	Doc; PPT; XLS	Romanian

8.	Presentation and discussion of the report with local and regional stakeholders.	Doc; PPT; XLS	Romanian
9.	Finalization of the report based on the discussions above.	Doc; PPT; XLS	Romanian
10.	Develop a report on processes and the lessons learnt in the process of initiation IMC in TV cluster.	Doc; PPT; XLS	Romanian
11.	Presentation of the final report, conclusions and recommendations.	Doc; PPT; XLS	Romanian English
<ul style="list-style-type: none"> • Other documents as necessary to achieve the intended result of these ToR, • All technical and economical/financial calculations have to be provided in the original Excel sheets with unrestricted accessibility. 			

6. Additional organisational conditions

Style templates for work results	<ul style="list-style-type: none"> • The Consultant has to make use of the project's style templates for Word documents (only main report) and PowerPoint presentations. Both templates will be handed over to the expert upon start of the assignment.
	<ul style="list-style-type: none"> • The slides of the presentations will be accompanied by brief comments (where is needed). • All informational materials will meet the rigors of visual identity of GIZ and project identity.

7. Time frame and acceptance procedures

Start of the assignment	<ul style="list-style-type: none"> • April 2014.
End of the assignment	<ul style="list-style-type: none"> • July 2014, (possibly re-scheduled in the course of the assignment).
Handover of draft work results by the expert	<ul style="list-style-type: none"> • For all tasks: 30 July, 2014 (by e-mail to the GIZ focal point, copy to the Advisor for LPS and Team Leader/Senior National Advisor on RPP).
Comments on draft work results by the GIZ focal point	<ul style="list-style-type: none"> • To be sent by e-mail to the expert within one week after reception of the draft work results. • if no comment is received within this period, the draft work result is deemed to be final and accepted by GIZ.
Handover of final work results by the expert	<ul style="list-style-type: none"> • For all tasks - within one week after receiving the comments from the focal point (by e-mail to the GIZ focal point, copy to the Advisor for LPS and Team Leader/Senior National Advisor on RPP).
Approval of final work results by the GIZ focal point	<ul style="list-style-type: none"> • Immediately after receiving the final work results from the expert (by e-mail to the expert, copy to the Advisor for LPS, and Team Leader/Senior National Advisor on RPP).

8. Principal contact persons

Responsible GIZ focal point for EE	Mr Igor Neaga - direct counterparts of the consultant (igor.neaga@giz.de)
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Advisor for LPS	Mr Victor Bufteac (victor.bufteac@giz.de)